



## **The Cambridge University Association Football Club Constitution**

*May  
2019*

### **1. Name:**

The name of the Club shall be the “Cambridge University Association Football Club” hereafter referred to as “CUAFC” or simply “the Club”.

### **2. Objects and Aims:**

a) The advancement of amateur sport by encouraging and developing Football within the University of Cambridge; and

b) The organisation or provision of facilities and opportunities for the learning, teaching, coaching, practising and competing in Football with the object of promoting health and wellbeing; and the advancement of sports education by the provision of support, assistance and encouragement for Football in order to enable members to develop their capabilities and fulfil their potential.

c) The object of the Club shall also be to promote the playing of football according to the Football Association rules, in and by the members of the University of Cambridge. The Club shall affiliate to the Football Association, and shall appoint a member to serve on the F.A. Council, to which it is entitled to appoint annually a Representative.

The aims and objects set out above will be directed primarily for the benefit of undergraduate and postgraduate student members (Student Members) of the University, but may additionally benefit other members of the University and/or residents of Cambridge and the surrounding area where the Officers of the Club (Clause 3) are satisfied that to do so would be conducive or incidental to the benefit of Student Members of the University.

### **3. Officers of the Club:**

The following shall be the Officers of the Club:

a) The Senior President who shall be a Senior Member of the University and a Senior Treasurer, who should be a member of Regent House. The same individual may not hold both roles.

b) A non-student Sabbatical Officer. This role is filled by an outgoing paying member, This position attracts an honorarium, and applications for this role will be judged at the discretion of the outgoing Officers of the Club based on:

- i. The financial position of the Club
- ii. The candidate’s contribution to the Club over his/her time as a student

iii. The candidate's knowledge of the Club (i.e. does the candidate have a thorough understanding of how the Club runs, with a number of years' experience on the committee).

- c) The Women's and Men's Captains and the Women's and Men's Student Presidents, all of whom shall be qualified to play for the Club under clause 5(d).

#### **4. Membership:**

The Club shall comprise:

a) **Ordinary Members**

- i) *Playing members;*
- ii) *Officers of the Club*

b) **Alumni**

- c) **College Captains** of College Clubs affiliated to the Cambridge University Association Football Club

a) **Ordinary Members:**

- i) There shall be fees for playing membership, which are reviewed and determined at the Annual General Meeting each year.
- ii) All members will be required to submit a membership form to the Men's and Women's Student Presidents and will then be subject to the regulations of the constitution. By joining the Club, each playing member will be deemed to accept these regulations, as well as the code of conduct that the Club has adopted.
- iii) Membership of the Club is terminated if the member resigns by written notice to the Club or if any sum due from the member to the Club is not paid in full within three months of it falling due, or if the member is expelled in accordance with Clause 15.
- iv) Any person, who is a resident undergraduate member of the University is eligible to play for the Club, provided that four years have not elapsed since the date of his/her matriculation. If a student begins a postgraduate course then they will be eligible for a further four years.

b) **Alumni:**

All individuals that have been paying members of the Club, when no longer eligible to play for the Club, shall become Alumni members. They remain bound by the code of conduct that the Club has adopted when in attendance of all Club related events.

c) **College Members:**

The following shall be College Members of the Club:

- i) The Men's and Women's Captains of each College Association Football Club ex officio for such time as they shall hold that office.
- ii) The Secretary of the Cambridge University Association Football Referees' Association.

**5. Equality of Opportunity:**

- a) The Club is committed in its pursuit of sporting participation, achievement, and excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
- b) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- c) The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- d) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

**6. The Executive Committee:**

- a) The day to day management of the Club's affairs shall be under the control of the *playing members* Executive Committee consisting of:
  - i. Men's Student President
  - ii. Women's Student President
  - iii. Men's Blues Captain
  - iv. Women's Blues Captain
  - v. Men's Blues Vice-Captain
  - vi. Women's Blues Vice-Captain
  - vii. Men's Secretary
  - viii. Women's Secretary
  - ix. Men's Junior Treasurer
  - x. Women's Junior Treasurer
  - xi. Men's Falcons Captain
  - xii. Women's Eagles Captain
  - xiii. Club Sabbatical Officer

*(N.B. All job roles are detailed in the "Job Descriptions" document viewable on the CUAFC website and available on request from University of Cambridge Sports Service)*

- b) All playing members' committee positions shall only be filled in accordance with the provisions of clause 4a
- c) The Executive Committee shall also have a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
- d) All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the

next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House or other person approved by the Sports Club Registration Sub-Committee.

- e) The Executive Committee will be responsible for adopting new policy and codes of practice and making rules and bye-laws for the conduct of the Club's activities and management of its affairs and must adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules and bye-laws shall be binding on all members.
- f) In situations where not all committee positions are filled, the Student Presidents must delegate duties across the rest of the committee.

## **7. The Sub-Committee**

- a) The Sub-Committee roles are as follows:
  - i) Social Secretaries
  - ii) Social Media and Marketing Secretaries
  - iii) Men's 3<sup>rd</sup> team 'Kestrels' Captain
- b) Each year, after their election at the Annual General Meeting, the incoming Officers of the Club may decide to create further roles on the Sub-Committee.
- c) Elections for these positions will take place as part of the Annual General Meeting.

*(N.B. All job roles are detailed in the "Job Descriptions" document viewable on the CUAFC website and available on request from University of Cambridge Sports Service)*

## **8. The Senior President:**

- a) There shall be a Senior President of the Club, and their primary duty as Senior President shall be to oversee all activities concerning the Football Club. If appropriate they may serve on the F.A. Council as the sole Representative of CUAFC.
- b) The Senior President shall be consulted by the Committee on all matters deemed by both Student Presidents to affect the **Objects and Aims** of the Club detailed in Rule 2 of this set of Rules.
- c) The Senior President has the right to intervene if he/she feels that the Executive Committee are jeopardising the **Objects and Aims** of the Club detailed in Rule 2 of this set of Rules. This intervention shall be made in conjunction with the Sports Club Registration Sub-Committee, and
- d) In the case of a vacancy occurring through resignation of a Senior President, the Committee shall have power to co-opt a new Senior President, who shall hold office until the next Ordinary General Meeting. The Committee shall also have the power to co-opt a new Senior President if, in the opinion of the Sports Club Registration Sub-Committee and a majority of the Executive of the Club, the Senior President acts in a manner that is detrimental to the objects and aims of the Club, or jeopardises the day-to-day running of the Club.

**9. Meetings of the Executive Committee:**

- a) Meetings of the Committee shall be held no fewer than once every term and shall be called at the discretion of the Officers of the Club. The Officers of the Club shall also determine which members of the Committee are required to attend each meeting, though there must be 6 members of the Executive Committee present to achieve quorum.
- b) A committee member that is present must make a written record of proceedings at all official Committee Meetings. All written records of proceedings must be passed onto the full Executive Committee and Senior President via email.
- c) Meetings of the Executive Committee shall be chaired by the non-student Sabbatical Officer. If the Sabbatical Officer is absent, or if this position is not filled, either/both of the Men's or Women's President shall chair the meeting. If neither is present, the remaining members shall elect a chairperson.
- d) Only Executive Committee members will have the right to vote at committee meetings. Questions arising at a meeting of the Executive Committee shall be decided by a simple majority of votes. Except for the chairperson of the meeting, who in the case of an equality of votes has a second or casting vote, every member of the Executive Committee has one vote on each issue.

**10. General Meetings:**

- a) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Easter Term. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
- b) The following business shall be transacted at a general meeting:
  - i) Approve Minutes of the previous AGM
  - ii) Electing the Senior President of the Club
  - iii) Electing the Senior Treasurer of the Club
  - iv) Approving Club Accounts for the preceding year
  - v) Electing the Executive Committee for the year ahead
  - vi) Electing the Sub-Committee for the year ahead
  - vii) Considering any proposed changes to the Club constitution
  - viii) Transacting any other business specified in the notice summoning the Meeting
- c) All playing members are eligible to vote in matters **i, ii, iii, iv, vi, vii and viii**. Only playing members that have played 3 or more competitive Blues games are eligible to vote in the elections for Blues Captains and Vice-Captains that form part of matter **v**. Voting shall be by a simple majority, and the method shall be by a secret ballot conducted with paper and pen.
- d) **College Captains** of College Clubs affiliated to the CUAFL are welcome to attend the AGM but are not eligible to vote on any of the matters.

- e) The Men's and Women's Student President shall be the chairperson at any AGM, and they shall preside over elections for their respective branches of the Club.
- f) The quorum for an AGM shall be 15 members, including at least 8 of the outgoing executive committee. For rules on specific reserved matters, see Clause 18.

**11. Extraordinary General Meetings:**

- a) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It may be called by the Executive Committee or at the written request of at least ten members. Fourteen days' written notice shall be given to members before an EGM is held. All procedures shall follow those outlined above for AGMs.

**12. Selection of Players, Coaching, Training, etc:**

- a) The selection of players, coaching, training and other activities directly associated with the playing side of the Club shall be the responsibility of the Men's and Women's Blues Captain. Some of these duties may be delegated to coaches/other committee members in order to help the Captain carry out these responsibilities, but only at the Captain's discretion.
- b) Selection shall be made in conjunction with clause 5 of this set of rules.

**13. Financial and Liability Matters:**

- a) The Club shall maintain a banking account in the name of the Club with a suitable Bank or Building Society to hold the Club's funds.
- b) It shall be the responsibility of the Junior Treasurers to ensure that monies are properly accounted for, and that the Club's financial records are kept in good order. In particular, the Junior Treasurers shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
- c) Both the Men's and Women's Junior Treasurers shall have a season budget, agreed in conjunction with the Senior Treasurer at the start of each season. Requests for extra funding must go through the Senior Treasurer and come in the form of a written request from the full Executive Committee with an itemised breakdown of where any additional funding would be spent. Any extra funding is at the discretion of the Senior Treasurer, who is entitled to discuss with the Senior President.
- d) The Senior Treasurer shall make arrangements for the Club's Accounts to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
- e) For so long as the Club shall be registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
- f) The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its

duties pursuant to the constitution and acting always in the best interests of the Club and its members. All contractual arrangements should be agreed in deliberation with the Senior Treasurer, in accordance with the agreed, documented financial rules of the Club. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Senior Treasurer.

- g) When entering into contractual arrangements pursuant to clause 13(f), the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
- h) All monies drawn against Club funds should be authorised by at least two members of the Executive Committee (including the Junior Treasurers), either by signature, or access to online banking facilities.
- i) The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.
- j) As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee and Senior Treasurer, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.
- k) The Senior Treasurer shall not be held personally liable for any financial debt or other obligation unless they are either (i) also a member of the club or (ii) have acted otherwise than in accordance with the club constitution.

#### **14. Changes to the Constitution:**

Subject to clause 18 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those members present, or voting. Proposed changes must be circulated at least seven days prior to a General Meeting. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

#### **15. Disciplinary Processes:**

- a) Subject to the remainder of this clause 15, the Executive Committee shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or gravely harm the interests of its members.
- b) The Executive Committee may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence. The Executive Committee may take action as a result of member behaviour within any Club-organised activities.
- c) Written notice of any investigation will be provided within seven days of a complaint/decision. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
- d) The expulsion of a member can only be effected following a majority vote of all Executive Committee members, excluding the Senior Treasurer and Senior President, and in circumstances where:
  - i) the member has been given at least twenty-one days' notice in writing of the meeting of the Executive Committee at which the expulsion or suspension will be proposed and the reasons why it is to be proposed; and
  - ii) the member or, at the option of the member, a representative (who need not be a member of the Club) has been allowed to make representations to the meeting.
- e) In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
- f) If a member who has been excluded, suspended or subject to other disciplinary action pursuant to clause 15(b) wishes to appeal the decision, that appeal should be made to the Sports Club Registration Sub-Committee which will assess the appeal in consultation with the Club's Senior Treasurer and/or Senior President.
- g) University members subject to disciplinary action have the right to lodge a further formal complaint with the University.

#### **16. Complaints Process:**

- a) Any complaints must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.
- b) Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
- c) The Executive Committee will meet to hear any member complaints within 28 days of a complaint being lodged.



**17. Dissolution:**

- a) A resolution to dissolve the Club can only be passed at a general meeting in accordance with clause 18.
- b) In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service.

**18. Reserved Matters:**

The following matters (the “Reserved Matters”) require approval by the Senior Treasurer and at least two thirds of the Members voting at any general meeting at which any of the following matters require approval:

- a) Any amendment to the Constitution which materially affects the position of the Members or which materially alters the relationship between the Club and the University.
- b) The dissolution of the Club
- c) Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
- d) The application and/or use of Club/financial assets of the Club other than for the benefit of the Club.

**19. Provision of Information:**

- a) The Executive Committee must supply annual accounts of the Club to the University, together with such other information as the University may reasonably require from time to time, whether in connection with the Club's registration as a Sports Club of the University, or in relation to the need to ensure that the Club is being administered in accordance with paragraph 28(1)(a) of Schedule 3 to the Charities Act 2011 or otherwise.
- b) At any time, the Officers of the Club have the right to request to view the accounts of the Club from the Senior Treasurer.

**20. Declaration:**

Cambridge University Association Football Club hereby adopts and accepts this constitution as its current constitution regulating the actions of members, and will also comply with all University and legal requirements.

Name:

Position: Senior President

Date:

Signature

Name:

Position: Senior Treasurer

Date:

Signature

Name:

Position: Men's Student President

Date:

Signature

Name:

Position: Women's Student President

Date:

Signature